

Service Review Worksheet Summary
Community Development
April 2004

Dept-No	Service Name	Fund	Recovery	Cost	Legally Mandated: Entity	Scalable	Core Internal	Core External	Expected/Traditional	Optional	Population Served	
	Program: Housing and Human Services											
CDD-1	Community Development Block Grant Management	Community Development Block Grant	100.0%	\$522,236	NO		NO	NO	NO	YES	NO	a) Loan and Grant Recipients = 102 households b) Non-Profit Developers = 3 c) Tenants of properties acquired/rehabilitated = 422 households
CDD-2	CDBG Public Service Grant Management	Community Development Block Grant	100.0%	\$35,135	NO		NO	NO	NO	YES	NO	29,112 Beneficiaries (served by 17 Public Service Agencies)
CDD-3	Support the Housing and Human Services Commission	Community Development Block Grant	100.0%	\$10,943	NO		NO	NO	NO	YES	NO	Members of the Housing & Human Services Commission-9
CDD-4	HOME Program Grant Management	Housing	100.0%	\$121,598	NO		NO	NO	NO	YES	NO	a) Non-Profit Developers = 3 b) Tenants of properties acquired = 24 c) Tenants of HOME funded units (monitored) = 83
CDD-5	City Housing Fund Management	Housing	100.0%	\$10,033	NO		YES	NO	NO	NO	YES	a) Non-Profit Developers = 3 b) Tenants of properties acquired = 145
CDD-6	City Funded Human Services Management	General Fund	0.0%	\$21,090	NO		YES	NO	NO	NO	YES	2,600 Beneficiaries (served by 8 Agencies)

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CDD-7	BMR Housing Program Management	Housing	100.0%	\$50,989	YES	City Ordinance	YES	NO	NO	NO	YES	a) Owners/Renters = 737 b) Wait List (Purchase) = 7,207 c) Applications Received (Purchase) = 804
	Program: Community Planning											
CDD-8	Mandated Study Issues (Land Use Policy Development/General Plan Updates) – Support to Commissions and City Council	General Fund	62.0%	\$120,873	YES	Other Gov't Agency, City Charter	YES	NO	NO	NO	NO	Council + Commissions = 21 Residents = 130,000 Businesses = 9,000
CDD-9	Optional Study Issues (Land Use Policy Development/General Plan Updates)	General Fund	0.0%	\$245,407	NO		YES	NO	NO	NO	YES	Council + Commissions = 21
CDD-10	Mandated Intergovernmental Policy/ Regional Planning	General Fund	0.0%	\$45,978	YES	Other Gov't Agency, City Charter	YES marginally	NO	YES	NO	NO	Council + Commissions = 21 Regional Agencies = 7 - 10

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CDD-11	Intergovernmental Policy/ Regional Planning (non-mandated) – Support to City Council	General Fund	0.0%	\$45,978	NO		YES	NO	NO	NO	YES	Council + Commissions = 21
CDD-12	Heritage Preservation (Supports Heritage Preservation Commission, Staff Research, Provides General Information to Public)	General Fund	0.0%	\$16,059	YES	City Charter	NO	NO	YES	NO	NO	Owners of Heritage Properties = 275 approx. Heritage Preserv. Commission = 7
CDD-13	Administration of Policy Development	General Fund	0.0%	\$63,096	NO		YES	YES	NO	NO	NO	Employees = 3.6
CDD-14	Update Community Condition Indicators	General Fund	0.0%	\$12,183	YES	Other Gov't Agency	YES	NO	YES	NO	NO	Council = 7 Residents = 130,000 Businesses = 9,000
CDD-15	Prepare and Update Economic and Demographic Data	General Fund	0.0%	\$55,555	NO		YES	NO	YES	NO	NO	Customers (residents, businesses, developers) = 1,000 - 5,000 Employees = 100

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CDD-16	Use and Maintenance of Geographic Information System	General Fund	0.0%	\$108,376	NO		YES	YES	YES	NO	NO	Maps and reports for outside agencies, developers, City staff =100 Employees using GIS data = 200+
CDD-17	Information Management Administration	General Fund	0.0%	\$20,817	NO		YES	YES	NO	NO	NO	Employees = 1.5
	Program: Development Services											
CDD-18	Land Use Permit Review by Planning Division	General Fund	100.0%	\$610,586	YES	City Ordinance	NO	NO	YES	NO	NO	Planning Permit Applicants (homeowners, businesses, developers) = 900 Notices mailed = 9000+ Newspaper notices = 100 (circulation = 30,000/wk)
CDD-19	Land Use Permit Review by Departments Other Than Planning	General Fund	100.0%	\$146,420	YES	City Ordinance	NO	NO	YES	NO	NO	Planning Permit Applicants (homeowners, businesses, developers) = 145
CDD-20	Provide Land Use and Zoning Information	General Fund	100.0%	\$276,315	YES	City Ordinance	NO	NO	YES	NO	NO	Customers (residents, businesses, developers, other cities) = 16,500

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CDD-21	Land Use Permitting Administration/Staff Development	General Fund	100.0%	\$151,473	NO		NO	YES	NO	NO	NO	Employees = 9.1 Planning Commission = 7
CDD-22	Construction Permitting-Reviewing Building Plans by the Building Division	General Fund	100.0%	\$577,602	YES	Other Gov't Agency, City Charter, City Ordinance	NO	NO	YES	NO	NO	Building permits applicants (homeowners, businesses, contractors, developers) = 4,200
CDD-23	Construction Permitting-Reviewing Building Plans by Other Divisions/Departments	General Fund	100.0%	\$262,429	YES	Other Gov't Agency, City Charter, City Ordinance	NO	NO	YES	NO	NO	Plan check applicants (homeowners, businesses, contractors, developers, engineers, architects) = 1,065
CDD-24	Building Permit Inspections	General Fund	100.0%	\$583,923	YES	Other Gov't Agency, City Charter, City Ordinance	NO	NO	YES	NO	NO	Customers requesting inspections (contractors, subcontractors, owner-builders, facility managers) = 16,200
CDD-25	Provide Construction Permitting Information	General Fund	100.0%	\$209,705	YES	Other Gov't Agency, City Charter, City Ordinance	NO	NO	YES	NO	NO	Customers provided information at counter or by telephone = 36,000
CDD-26	Construction Permitting Administration	General Fund	100.0%	\$309,457	NO		NO	YES	NO	NO	NO	Employees = 12

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CDD-27	One-Stop Telephone Answer Point – Inspection Scheduling, Permit Information and Customer Assistance	General Fund	100.0%	\$84,205	YES	Other Gov't Agency, City Charter, City Ordinance	NO	NO	YES	NO	NO	Inspection/Information/Customer Assistance Calls = 40,500
CDD-28	One-Stop Counter Cashiering and Reception	General Fund	100.0%	\$86,466	NO		NO	YES	YES	NO	NO	City Hall/One-Stop = 11,500 Emp = 2,400 Other = 1,600
CDD-29	One-Stop Counter Administration	General Fund	100.0%	\$34,261	NO		NO	YES	NO	NO	NO	Employees = 4
	Program: Economic Prosperity											
CDD-30	Liaison Between City and Retail and Hospitality Businesses	General Fund	0.0%	\$89,344	NO		YES	NO	NO	YES	NO	25-30 Businesses assisted with major projects
CDD-31	Developing and Implementing Marketing Opportunities to Strengthen and Support Retail and Hospitality Businesses	General Fund	0.0%	\$38,822	NO		YES	NO	NO	YES	NO	4,000 Businesses

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CDD-32	Liaison Between City Departments and Office and Industry Businesses	General Fund	0.0%	\$89,849	NO		YES	NO	NO	YES	NO	25-30 Businesses assisted with major projects
CDD-33	Developing Marketing Opportunities to Attract and Retain Office and Industrial Businesses	General Fund	0.0%	\$40,463	NO		YES	NO	NO	YES	NO	5,000 Businesses
CDD-34	Develop Strategies to Promote Sunnyvale as Great to do Business and Link Businesses to the Community	General Fund	0.0%	\$147,795	NO		YES	NO	NO	YES	NO	9,000 Businesses
CDD-35	City-Wide Business Partnerships and Business Assistance	General Fund	0.0%	\$43,220	NO		YES	NO	NO	NO	YES	9,000 Businesses 350 direct service contacts
CDD-36	Provide Economic Prosperity Program Management	General Fund	0.0%	\$76,978	NO		YES	YES	NO	NO	NO	4 Employees
CDD-37	Redevelopment Agency – Administration for State Compliance	Redevelopment Agency	100.0%	\$39,604	YES	Other Gov't Agency, City Ordinance	NO	NO	NO	NO	NO	Residents = 130,000 Businesses = 240

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CDD-38	Redevelopment Agency – Support Redevelopment Projects	Redevelopment Agency	100.0%	\$121,700	YES	Other Gov't Agency, City Ordinance	NO	NO	NO	NO	YES	Residents = undetermined Businesses = 240
CDD-39	Redevelopment Agency – Outreach and Mitigation	Redevelopment Agency	100.0%	\$40,717	NO		YES	NO	NO	YES	NO	Residents/Businesses = 1,500
	Program: Neighborhood Preservation											
CDD-40	Enforce the Sunnyvale Municipal Code, Uniform Housing Code, and Uniform Building Code Requirements	General Fund	0.9%	\$442,035	YES	City Ordinance	YES	NO	NO	YES	NO	Property owners with code enforcement cases = 2,600 (FY 04/05)
CDD-41	Respond to Information Requests from the Public	General Fund	0.0%	\$53,733	NO		YES	NO	NO	YES	NO	Residents/Businesses = 1,410 (FY 04/05)
CDD-42	Organize or Attend Community Clean-Ups or Events	General Fund	0.0%	\$29,225	NO		YES	NO	NO	YES	NO	Residents served through clean-ups = 16,938 Residents served through events = 1,240 (FY 04/05)

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CDD-43	Provide Neighborhood Preservation Program Administration	General Fund	0.0%	\$87,285	NO		YES	YES	NO	NO	NO	Employees = 6.65 (FY 04/05)
CDD-44	Neighborhood Enhancement Program (Lakewood Village)	General Fund	0.0%	\$112,140	NO		YES	NO	NO	NO	YES	Residents of annual target area = 600 (FY 04/05)